

**HUMAN RESOURCES POLICY MANUAL 2009**

**FOR THE**

**UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH**

**Approved by Board of Trustees, September 15, 2009**

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82 **Human Resources Policy Manual 2009**  
83 **for the Unitarian Universalist Fellowship of Vero Beach, Florida**  
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85

86 **INTRODUCTION**  
87

88 This Human Resources Policy Manual (Manual 2009) outlines the policies that shape  
89 the relationship between the Unitarian Universalist Fellowship of Vero Beach  
90 (Employer) and its employees and supersedes all previous Human Resources policies  
91 and manuals. Employees are responsible for familiarizing themselves with the  
92 contents of Manual 2009 and for addressing questions or concerns to their supervisor in  
93 a timely manner.  
94

95 This Manual 2009 is not a contract; the Employer reserves the right to revise or amend  
96 these policies and procedures at any time and to institute new policies, procedures or  
97 benefits at its discretion. All changes are subject to final approval by the Board of  
98 Trustees.  
99

100 Manual 2009 supersedes all previous employment policies, whether written or oral,  
101 expressed or implied. If any provisions of this Manual 2009 are found to be invalid or  
102 unenforceable, the remaining provisions will remain in full force and effect.  
103

104 Note that the policies outlined in this Manual 2009 do not apply to ordained ministers  
105 called by vote of the UUFVB, whose call and conditions of employment are governed  
106 by a specific letter of agreement.  
107

108 If a conflict should exist between these policies and an individual's contract or letter of  
109 agreement, the provisions of the contract or letter of agreement shall take precedence.  
110 If a conflict should exist between these policies and the UUFVB's bylaws, the bylaws  
111 shall take precedence.  
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113

114 **DEFINITIONS**  
115

116 **Employer**

117 The legal title of the Employer is the Unitarian Universalist Fellowship of Vero Beach,  
118 hereafter referred to as "UUFVB" or "Employer." The Board of Trustees acts on behalf  
119 of UUFVB in its function as Employer.  
120

121 **Fiscal Year:**

122 The fiscal year of the UUFVB is determined by the bylaws of the UUFVB and runs from  
123 July 1 – June 30.  
124

125 **Employment at Will**

126 The relationship between Employer and employee is legally defined as "employment at  
127 will." Under this doctrine, employment is presumed to be voluntary and indefinite for

128 both employers and employees. This means that the Employer or the employee may  
129 terminate the relationship at any time for any reason, with or without notice, usually  
130 without consequences.

131

### 132 **Employment Classifications**

133 1. **Non-Exempt and Exempt Employees:** Employees who are subject to state or  
134 federal minimum wage and overtime laws are referred to as “non-exempt” employees.  
135 Those whose positions, as defined in the Fair Labor Standards Act, are not subject to  
136 such regulations, are referred to as “exempt” employees. The classification for each  
137 position shall be clearly spelled out in the written position description.

138

139 2. **Regular Full Time Employees:** Employees who are regularly scheduled to  
140 work a minimum of 40 hours per week. Regular full time employees receive all legally  
141 mandated benefits plus non-salary benefits provided under this policy.

142

143 3. **Regular Part-Time Employees:** Employees with more than three (3) months  
144 tenure, who have satisfactorily completed the initial probationary period, are not  
145 assigned to a temporary status and who are regularly scheduled to work fewer than 40  
146 hours per workweek or are available to work on an on-call basis. These employees  
147 receive all legally mandated benefits. Part-time employees are not eligible for non-  
148 salary benefits (including but not limited to vacation, sick and bereavement leave and  
149 holiday pay) unless required by the terms of a specific benefit plan. Unpaid personal  
150 leave is not excluded for regular part-time employees.

151

152 4. **Probationary Employees:** New employees shall be required, and employees  
153 who are transferred from another position may be required, to complete an initial  
154 probationary period of ninety (90) days which may be shortened or extended up to 180  
155 days at the discretion of the Board of Trustees. Upon successful completion of this  
156 probationary period, the employee will be considered a regular employee.

157

158 Employees may also be placed on probation for a period of up to 90 days, as a result of  
159 an unsatisfactory performance appraisal or as a consequence of disciplinary action as  
160 spelled out in this Policy.

161

162 Probationary employees are eligible for the same benefits as regular employees unless  
163 prohibited by the terms, conditions and limitations of a specific benefit plan. An  
164 employee does not have access to the grievance procedure for the purpose of  
165 appealing termination during or at the completion of the initial or extended probationary  
166 period.

167

168 5. **Temporary Employees** are employees hired as interim replacements, to  
169 temporarily supplement the work force or to assist in the completion of a specific project  
170 for a specific period of time not to exceed six (6) months. Temporary employees shall  
171 receive all legally mandated benefits . Non-salary benefits (including but not limited to  
172 vacation, sick and bereavement leave and holiday pay) are not available to temporary

173 employees, nor do they have access to the grievance procedure for the purpose of  
174 resolving conflict or appealing termination.

175  
176 6. **Independent Contractors** are not employees but may have long-term service  
177 relationships with UUFVB. The contractor’s and the Employers responsibilities to each  
178 other shall be specified in a contract signed by the contractor and an authorized  
179 representative of the UUFVB Board of Trustees

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182 **RECRUITMENT AND EMPLOYMENT**

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184

**Equal Employment Opportunity**

185 The UUFVB affirms its commitment to equal employment opportunity for all individuals.  
186 Decisions about recruiting, hiring, training, promotions, compensation, benefits and all  
187 similar employment decisions must be made in compliance with all federal, state and  
188 local laws, and without regard to race, color, age, gender, religion, marital status, sexual  
189 orientation, national origin, disability or any other classification protected by law. Any  
190 discrimination in the workplace based upon any protected classification is illegal and  
191 against policy.

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**Accuracy of Information**

194 The background, training, education and experience of prospective employees are  
195 subject to verification and review before any offer of employment can be made. Any  
196 misrepresentation or omission of information on the application or other forms for  
197 employment may be grounds for disqualification for hiring or for termination.

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**Employee Responsibility for Personal Information**

200 Employees are responsible for providing their supervisor with any and all changes to  
201 their personal information including but not limited to address, telephone number,  
202 marital status (including legal separation), legal change in employee’s name, change in  
203 dependents changes in beneficiaries; person to notify in case of emergency, relevant  
204 changes in licensing or education.

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**Employment of Members**

207 As a Unitarian Universalist congregation, UUFVB is congregational in polity, which  
208 means that members are ultimately the employers of all staff. Members who become  
209 employees may find that they lose much of the ministry of the church. In addition, as  
210 employees, they may have access to confidential information that must not be abused  
211 in either role as staff or member. Because of the complex and sensitive nature of the  
212 religious organization, it is the preference of UUFVB to hire non-members as employees  
213 where possible and practicable.

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216 UUFVB members may, however, apply for open positions. Should a member be hired  
217 as an employee, he or she shall be subject to the same employment policies as  
218 nonmembers. A member employee may not vote on the calling or termination of a  
minister. A member/employee shall not be eligible to serve on the Board of Directors

219 or the Finance Committee, or on any body reporting directly to the Board of Directors;  
220 shall not serve as chair of any committee; nor be a voting member of any committee,  
221 task force or council that relates to their area of job responsibility or that might put them  
222 in an evaluative relationship with any other employee.

223

224 **Employment of Family Members of Employees**

225 Members of an employee's family may be considered for employment, however,  
226 relatives may not supervise one another. "Relative" means a spouse, domestic partner,  
227 parent, sibling, child, grandparent, or grandchild.

228

229 **Employment Authorization**

230 Federal law requires that prospective employees must show proof of eligibility to work in  
231 the United States in the position for which they are applying. Employees must provide  
232 their supervisor with an original document or documents that establish identity and  
233 employment eligibility from the date employment begins.

234

235 **Criminal Background Check**

236 Eligibility for continued employment is contingent upon a satisfactory criminal  
237 background check which will be initiated at time of hire and paid for by UUFVB.  
238 Criminal background checks shall be initiated and authorized by an employee to whom  
239 this responsibility has been delegated by the Head of Staff. Criminal background  
240 checks must be submitted to law enforcement prior to or within five working days of the  
241 commencement of employment.

242

243 **Sexual Ethics Policy**

244 At the commencement of employment, all employees are expected to sign the UUFVB  
245 Sexual Ethics Policy form to indicate their awareness of, and intention to comply with,  
246 this policy. Strict adherence to the letter and spirit of this policy is required of all  
247 employees at all times.

248

249 **Job Descriptions**

250 Each position shall have a written job description. All job descriptions of current  
251 employees shall be reviewed and updated at least every three years, or when  
252 significant changes are made to the position requirements (e.g. change from part time  
253 to full time or vice versa). Job descriptions and personnel needs will be reviewed and  
254 reconsidered when a position is vacated.

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**EMPLOYEE PERFORMANCE AND COMPENSATION**

**Personal Conduct**

Employees are expected to maintain a business-like attitude and appearance that is appropriate to their position and to the UUFVB. Name badges or other approved identification shall be worn when employees are on duty.

Employees of UUFVB shall demonstrate mature and ethical behavior in their interaction with members, co-workers and the public. Conduct that seriously disrupts the work environment, is disrespectful, rude or otherwise potentially offensive, constitutes grounds for reprimand or termination of employment. Employees are expected to:

- Treat all persons with respect for their inherent worth and dignity.
- Represent UUFVB in a positive manner in dealing with members and the public.
- Report unethical or illegal conduct of co-workers to their supervisor or in his/her absence, to the President of the Board of Trustees.
- Avoid unsafe practices, and accurately report any on-the-job injury, no matter how minor, to his/her supervisor.

**Performance Appraisals**

In general employees will receive written performance appraisals at the end of any probationary period and then once each year, usually in the final quarter of the fiscal year. The employee's supervisor is responsible for preparing a formal written appraisal, which shall be discussed with the employee, signed by employee and supervisor and filed in the employee's Human Resources file. Employees have the right to submit a memo which shall be included in their Human Resources file if they have substantive disagreement with the appraisal. The employee shall receive a copy of the signed appraisal.

Performance appraisals are conducted:

- To assure a common understanding between the supervisor and the employee as to the duties, expectations and goals of the position;
- To measure the progress of employee performance;
- To encourage professional growth and development of the employee,
- To develop a mutual understanding of what is expected in the future.

At the supervisor's discretion and with the concurrence of the Head of Staff, an employee who receives an unsatisfactory performance evaluation may be placed on probation for a period of up to ninety (90) days. During the probationary period, the employee will be expected to show improvement and meet specific goals established by the supervisor. At the end of the probationary period the supervisor will determine whether to continue or terminate the employment.

302 **Compensation Review**

303 Compensation of all employees is reviewed annually by the Board of Trustees.  
304 Compensation, salaries and wages are based upon UUFVB's budget and constraints,  
305 the employee's performance evaluation, and any increased responsibilities or changes  
306 in the scope of duties. Salary increases, if any, are effective at the beginning of the  
307 UUFVB fiscal year.

308  
309 **Human Resources Records**

310 Individual files are maintained at the UUFVB office for all current employees and for  
311 past employees for a period of seven (7) years following employee termination or  
312 resignation.

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314 Information in the employee's personnel file is normally restricted to the supervisor and  
315 the Head of Staff. Employees are entitled to review the contents of their Human  
316 Resources files and may submit a written clarification or elaboration of any item, which  
317 shall be reviewed by the supervisor and Head of Staff and may be followed with  
318 additional comment.

319  
320 No information shall be provided in response to outside requests without written  
321 consent of the employee or past employee with the exception of such release as  
322 required by law. Federal and state program monitors and auditors may have access to  
323 Human Resources files as required. Information contained in employees' Human  
324 Resources files may be disclosed to persons other than listed herein only with the  
325 authorization of the Board of Trustees

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<b>REIMBURSABLE EXPENSES</b>
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330 **Travel and Reimbursement**

331 1. Exempt Employees and Independent Contractors may have allowances for  
332 certain professional expenses included in their contract or letter of agreement. Such  
333 allowances shall be defined as individual "Accountable Reimbursement Plans" and  
334 approved by the Board of Trustees through the Ministry Operating Budget.

335  
336 2. All other employees must receive prior approval from their supervisor before  
337 incurring business-related travel or other expense for which reimbursement is  
338 anticipated. This may include expenses such as seminars, workshops, meals, lodging,  
339 or mileage but does not include travel to and from the workplace.

340  
341 **Use of Personal Vehicles**

342 Employees are required to provide a current and valid driver's license plus proof of  
343 liability and collision insurance before using their vehicles for Fellowship business.  
344 Employees using personal vehicles for authorized travel in the performance of their  
345 work will be reimbursed at the current federally-approved mileage rate, upon  
346 submission of a Travel Reimbursement form signed by the employee's supervisor.

347 Tolls and parking charges will be reimbursed for fees incurred and documented by  
348 receipt. Parking tickets and fines for traffic violations will not be reimbursed.  
349

350 **Continuing Education**

351 Professional licenses, required for the performance of the employee's job are the  
352 responsibility of the employee. Employees may use personal leave time, be granted  
353 paid time off or be approved for a flexible work schedule to attend education courses  
354 necessary for their professional development or to maintain licensure/certification in  
355 their profession. Such provision requires the written approval of the supervisor. The  
356 cost of such courses shall be the responsibility of the employee, unless otherwise  
357 authorized in writing by the supervisor.  
358

359 **Accounting for Expenses**

360 All reimbursable expenses should be accounted for within two (2) weeks using the  
361 standard reimbursement form. These forms must be completed by the employee,  
362 approved by supervisor or appropriate committee chairperson and submitted to the  
363 Treasurer with original receipts attached .  
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<b>WAGE AND HOUR ADMINISTRATION</b>
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368 **Normal Working Hours**

369 For regular full time employees the normal work week is 40 hours. Hours of operation  
370 are established by the Head of Staff. Non-exempt employees will usually receive an  
371 unpaid meal period of one hour during which they should not perform any work except  
372 as otherwise directed by their supervisor. The time of meal and break periods will be at  
373 the discretion of the supervisor. Break and meal periods may not be accumulated.  
374 Except as specified in the job description, any deviation from normal working hours  
375 requires written authorization from the supervisor.  
376

377 **Time Sheets**

378 All non-exempt employees are required to keep an accurate time sheet showing actual  
379 hours worked each scheduled work day and any leave time taken, including late arrival  
380 or early leave. Time sheets must be signed by the employee and approved by the  
381 supervisor before a paycheck can be issued. Hourly employees should never be asked  
382 to work off the clock.  
383

384 **Pay Periods**

385 The normal pay period is monthly, with payment made on the work day closest to the  
386 first of the month for the month previous. Exceptions to this normal pay period may be  
387 made on the recommendation of the Head of Staff and at the discretion of the Board of  
388 Trustees.

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**Attendance and Punctuality**

Employees are to report for work punctually and work all scheduled hours as well as any planned overtime. Tardiness and poor attendance disrupt the workflow and may result in disciplinary action, up to and including dismissal.

Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or need to leave early. Except in cases of genuine emergency, the employee shall notify the supervisor of absence due to illness or other unscheduled cause at least two hours before the first hour of the scheduled work time. Notification should include when the employee expects to return to work.

Absence from any part or full work day that has not been authorized by the employee's supervisor, shall be considered unexcused absence. Any such absence will be without pay and subjects the employee to disciplinary action including termination. An employee who fails to report for work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

**Separation Upon Death**

In the event of the death of an employee, wages earned and payment for vacation accrued under this policy will be paid to the surviving spouse. Where no spouse survives, payment to surviving dependents will be in accordance with state law.

<b>EMPLOYEE BENEFITS</b>
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**Social Security (FICA)**

Employees participate in all benefits provided by the Federal Insurance Contributions Act (FICA). Employee payments towards this benefit, which take the form of a payroll deduction, are matched by equal contributions from UUFVB. The rate of contribution is determined by the Federal Government.

**Workers' Compensation**

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment. Any job-related illness or injury, no matter how small, must be reported in writing to the employee's supervisor within twenty-four (24) hours of onset or injury. Failure to report injuries may affect coverage. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

**Personal Leave**

1. UUFVB grants paid personal leave to regular full time employees at their regular rate of pay based on their length of service. Personal leave includes time taken for vacation, sick days and personal business.

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2. New employees: Personal leave eligibility for new employees will be pro-rated at the rate of .75 days for each full month of employment. This calculation will apply from the first of the month following their date employment commenced to the end of the fiscal year on June 30. From that point, personal leave eligibility is calculated as follows:

- First through fifth fiscal year – 15 days’ personal leave per year
- Sixth through 10<sup>th</sup> fiscal year – 18 days’ personal leave per year.

3. It is recommended that employees use personal leave time during the fiscal year in which it is accrued. However, in recognition of the seasonal rhythm of the Fellowship’s fiscal year, up to ten (10) days personal leave time may be carried over for up to but not exceeding sixty (60) days immediately following the end of that fiscal year.

4. Personal leave for vacation must be requested in advance and can only be taken with the approval of the employee’s supervisor. In the event of conflicting vacation requests, leave will generally be granted in accordance with length of service and consistent with workload requirements.

**Holidays**

UUFVB will observe the following eight holidays and the office will be closed on these days:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas day. .

If an observed holiday falls on a Saturday the preceding Friday will generally be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday will generally be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off. Unscheduled absence on the day before or after the holiday will result in non-payment for the holiday. Part-time employees are not eligible for holiday pay.

**Child Care Benefit**

Full time employees may be eligible for a discount if they enroll their children at Bridges Early Learning Center. Employees are expected to follow the same tuition policies as other enrolling families. Employees should see their supervisors regarding eligibility and guidelines.

481 **Bereavement Pay**

482 Regular full time employees are entitled to three paid days off in the event of a death in  
483 their immediate families. Immediate family is defined as: Spouses, domestic partners,  
484 children, parents, grandparents, stepchildren, or relatives living in the household at the  
485 time of death.

486

487 **Unpaid Medical Leave**

488 Unpaid Medical Leave may be granted in instances where an employee's medical  
489 condition requires an absence from work for more time than the amount of available  
490 personal leave. This leave requires the approval of the employee's supervisor and the  
491 Head of Staff or, in his or her absence, the President of the Board of Trustees.

492 Sufficient evidence of such a medical condition is required before leave will be granted.

493 This may include a request or requirement for authorization to speak with the  
494 employee's treating physician. The maximum unpaid medical leave time that may be  
495 granted is thirty (30) days or until a physician releases the employee to return to work,  
496 whichever is shorter. Employer also reserves the right to request a second opinion from  
497 a physician chosen by the Employer on any medical leave of absence.

498

499 **Unpaid Leave of Absence**

500 Employees who have been employed full time or in a regular part-time position, for at  
501 least twelve (12) months, may, in extraordinary circumstances, be granted unpaid  
502 personal leave of up to five (5) days per year at the discretion of the Head of Staff or, in  
503 his or her absence, the President of the Board of Trustees.

504

505 **Jury Duty**

506 Regular full-time and part-time hourly employees who receive a notice for jury duty will  
507 be granted up to five (5) days leave with full pay during any fiscal year. Pay will be  
508 calculated on the employee's regular hourly rate times the number of hours the  
509 employee would otherwise have worked on the day(s) of absence. If an employee is  
510 required to serve jury duty beyond five (5) days, the Board of Trustees may approve  
511 part or all of the jury duty leave time as paid. All pay for jury duty received by the  
512 employee is deducted from the employee's wages.

513

514 If an employee receives a summons, but is not called to serve on a jury, the employee  
515 must report to work. If an employee is placed on standby, the work place number  
516 should be given, and the employee is expected to be at work until called.

517

518

519 **GRIEVANCE PROCEDURES AND DISCIPLINARY ACTION**

520

521 **Grievance Procedures**

522 The policies contained in this Manual 2009 are intended to promote open  
523 communications and equitable treatment to all employees. On occasion, however,  
524 misunderstandings may occur. The grievance may be resolved through the following  
525 procedures, which are available to non-probationary status employees only:

526

- 527 1. Grievance Procedure Step One:  
528 (a) The employee should present any complaint or grievance to his or her supervisor.  
529 Together they should discuss the problem, applicable rules or policies and possible  
530 resolution.  
531 (b) The matter should be brought to the supervisor within five (5) working days. The  
532 employee may request a third party of his/her choice to be present. The supervisor will  
533 bring the matter to the attention of the Head of Staff, who may, at his or her discretion,  
534 participate in the discussion with the employee.  
535 (c) The intent of this initial is to encourage resolution of problems at an early stage.  
536
- 537 2. Grievance Procedure Step Two: If the discussion in Step One does not resolve  
538 the matter to the employee's satisfaction, the employee should submit the complaint or  
539 grievance in writing to the Executive Committee of the Board of Trustees. The  
540 Executive Committee shall discuss the problem separately with the employee and with  
541 the supervisor, and, when possible, develop a resolution that is satisfactory to all  
542 concerned. In cases where the Minister is the employee's supervisor, he or she shall  
543 not be present for the Executive Committee's conversation with the employee.  
544
- 545 3. Grievance Procedure Step Three: If the problem is not resolved, or if the  
546 Executive Committee wishes further consultation, they may appoint a three-person ad  
547 hoc committee that shall interview all parties to the grievance, conduct an investigation,  
548 and report back to the Executive Committee within three weeks of receiving their  
549 assignment. The Executive Committee shall make a decision which shall be binding  
550 upon the all parties. In cases where the minister is the employee's supervisor, he or  
551 she shall recuse him or herself from participation in the Executive Committee's  
552 deliberations on this matter.  
553

### 554 **Disciplinary Guidelines**

555 Certain behavioral guidelines must be observed by all employees to protect the integrity  
556 of the congregation. Violations may result in disciplinary action including but not limited  
557 to: verbal warnings, written warnings, suspension and termination. UUFVB reserves  
558 the right, depending on the situation and the circumstances, to terminate an employee  
559 immediately without following the steps of disciplinary action. The judgment of the  
560 immediate supervisor, in consultation with the Board of Trustees is the deciding factor in  
561 understanding the infraction and in determining the corrective action under the  
562 circumstances involved.  
563

564 The following are examples of unacceptable conduct that may result in disciplinary  
565 actions:

- 566 • Failure to perform work in a manner acceptable to the employer.
- 567 • Absenteeism or tardiness.
- 568 • Leaving work without permission
- 569 • Sexual harassment or harassment described in this Manual 2009.
- 570 • Discourteous treatment of or insubordination toward others.

- 571       ▪ The use, possession or sale, or being under the influence of alcohol or controlled
- 572       substances (other than those used for bona fide medical purposes) while working
- 573       or while on Employer premises (including meal and other breaks).
- 574       ▪ Unauthorized possession of weapons.
- 575       ▪ Disclosure of confidential information.
- 576       ▪ Smoking in unauthorized areas.
- 577       ▪ Failure to report-on-the job injuries.
- 578       ▪ Working another job while absent.
- 579       ▪ Arrest and conviction for criminal offenses, including those that may affect the
- 580       employee's work performance.
- 581       ▪ Theft or dishonesty.
- 582       ▪ Falsifying records or information.
- 583       ▪ Misuse or unauthorized manipulation of any computer or electronic data
- 584       processing equipment or system.
- 585       ▪ Taking Employer property without paying for it or without written permission.
- 586       ▪ Reckless, careless or unauthorized use of Employer property, equipment or
- 587       materials.
- 588       ▪ Improper or profane language.
- 589       ▪ Violation of any other UUFVB policy.

590

591 Depending upon the severity of the employee's misconduct, the following disciplinary  
592 actions may be taken prior to discharge:

- 593       • Oral Warning
- 594       • Written Warning
- 595       • Suspension With or Without Pay
- 596       • Termination

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## TERMINATION OF EMPLOYMENT

600

### **Voluntary Resignation**

602 Voluntary resignation is the termination of employment initiated by the employee.

603 Employees are requested to give two weeks written notice of their intent to resign,  
604 specifying the last day to be worked by the employee. Their employment will continue  
605 for that period with the approval of their supervisor.

606

### **Dismissal**

608 Dismissal is the termination of employment initiated by the organization. Occasionally it  
609 is necessary to dismiss an employee for reasons including but not limited to  
610 unsatisfactory work performance or misconduct. When appropriate, the employer will  
611 provide notice to the employee that the employee's job will be terminated; the notice  
612 shall include the effective date of termination.

613

### **Layoff**

615 Layoff is the termination of employment initiated by the organization for reasons of a  
616 reduced or reorganized work force. At times, it may be necessary for any function or

617 program to reduce the size of its work force as a result of funding shortages, program  
618 changes, reorganization or other reasons. Such reductions in the work force will be  
619 made in the manner that least adversely affects the mission of UUFVB. Any employee  
620 so laid off shall be given at least ten (10) working days notice of the layoff.

621  
622 **Benefits Upon Termination**

623 No accumulated benefits are payable upon voluntary or involuntary termination or layoff,  
624 unless mandated by the terms and conditions of a specific benefit plan.

625  
626 **Exit Interview**

627 Whenever possible, the Head of Staff will conduct an exit interview with the departing  
628 employee. The supervisor will complete an exit interview form which the departing  
629 employee may sign to indicate either (a) that he/she has read the document or (b) that  
630 he/she has read the document and agrees with the information recorded thereon. This  
631 form will be placed in the employee's Human Resources file. At its discretion, the Board  
632 may initiate a separate, additional exit interview with the departing employee.

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<b>OTHER EMPLOYMENT POLICIES</b>
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636  
637 **Sexual Harassment and Harassment**

638 UUFVB is committed to providing a professional work environment that is free from  
639 physical, psychological, verbal or sexual threats or harassment. UUFVB prohibits  
640 conduct that shows hostility or an aversion toward an individual because of his or her  
641 race, color, religion, sex, national origin, age, disability, sexual orientation, social class,  
642 or any other classification provided by law, and that:

- 643
- 644 • has the purpose or effect of creating an intimidating, hostile or offensive work  
645 environment; or
  - 646 • has the purpose or effect of unreasonably interfering with an individual's work  
647 performance; or
  - 648 • otherwise adversely affects an individual's employment opportunities.
- 649

650 Harassment can result from a single incident or from a pattern of behavior wherein the  
651 purpose or effect is to create a hostile, offensive or intimidating work environment.  
652 Harassment encompasses a broad range of physical or verbal behavior, which can  
653 include, but is not limited to the following:

- 654
- 655 • Threatening or intimidating acts; or
  - 656 • Epithets or slurs; or
  - 657 • Sexual comments, jokes, advances or physical contact; or
  - 658 • Written or graphic material; or
  - 659 • The deliberate use of offensive or demeaning terms with a sexual, gender-based,  
660 ethnic, age or sexual-orientation-related connotation; or

- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Requests for sexual favors used as a condition of employment or affecting any personal decisions such as hiring, promotion or compensation.

Implied or expressed forms of harassment, i.e. any verbal, written, visual, physical or sexual acts that are offensive in nature, intimidating, unwelcomed or that could reasonably be taken as offensive or objectionable, will not be tolerated.

If an employee believes that he/she has been the subject of harassment, whether from an other employee, a supervisor, or any other person whom the employee encounters in the course of employment, the employee should report the alleged act immediately to the supervisor, or if the harassment involves the supervisor, the report should be made to the Head of Staff or the Executive Committee of the Board of Trustees.

UUFVB takes charges of harassment very seriously and will thoroughly investigate any charge that is made. Employees should recognize the seriousness of a charge brought against them as well as the seriousness of not reporting behaviors of others that could be considered harassment, and the seriousness of making a false allegation.

A charge of harassment, failure to report or the intentional withholding information about such behavior or making a false report, like any charge of misconduct, may lead to serious disciplinary action for the offender up to and including termination of employment.

### **Conflicts of Interest**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Head of Staff.

### **Internet Use**

UUFVB provides Internet access (including email) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on UUFVB's computer system are the property of UUFVB and may be accessed only by authorized employees and volunteers.

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- Accessing, displaying, downloading or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or

- 707 offensive comments about race, color, religion, sex, national origin, age, disability  
708 or any other classification protected by law; or  
709 • Transmitting any of UUFVB's confidential or proprietary information, including  
710 member/friend data or other materials covered by UUFVB's confidentiality policy.  
711

712 UUFVB reserves the right to monitor employee use of the email system or the Internet  
713 at any time. Employees should not consider their Internet usage or email  
714 communications to be private. Personal passwords are not an assurance of  
715 confidentiality, and the Internet itself is not secure.  
716

717 Any software or other material downloaded into UUFVB's computers may be used only  
718 in ways consistent with the licenses and copyrights of the vendors, authors or owners of  
719 the material. Prior written authorization from the employee's supervisor is required  
720 before introducing any software into UUFVB's computer system.  
721

722 Only authorized staff members may communicate on the Internet on behalf of UUFVB.  
723 Employees shall not express opinions or personal views that could be misconstrued as  
724 being those of UUFVB. Any violation of this policy may result in disciplinary action.  
725

#### 726 **Use of Unauthorized Drugs, Narcotics and Alcohol**

727 UUFVB's policy is to maintain a work place that is free from the effects of drug and  
728 alcohol abuse. Employees are prohibited from the illegal manufacture, distribution,  
729 possession or use of any controlled substance or the unauthorized use, possession or  
730 distribution of alcohol in the work place when on duty. In addition, employees are  
731 prohibited from the off-premises use of alcohol when on duty. Employees may be  
732 required to take a test at any time to determine the presence of drugs, narcotics or  
733 alcohol unless such tests are prohibited by law. Any employee found to be in violation  
734 is subject to the disciplinary action up to and including discharge.  
735

736 The storage of unauthorized alcohol, illegal drugs or drug-related paraphernalia is  
737 prohibited on Fellowship premises. Therefore, UUFVB reserves the right to open and  
738 inspect any desk, file cabinet, storage closet or storage area at any time and without  
739 prior notice or consent. Employees may not use personal locks on church owned  
740 desks, cabinets, closets or storage areas.  
741

#### 742 **Prescription Drugs**

743 The Employer understands that in certain situations, prescription drugs prescribed by a  
744 physician must be taken during work hours. The employee should advise his/her  
745 supervisor if the use of prescribed and properly taken prescription drugs may affect the  
746 employee's work performance. The supervisor in conjunction with the Head of Staff, or  
747 in his or her absence, the Board President, will determine if the employee should be  
748 allowed to perform the usual duties as described in the employee's job description while  
749 taking this prescription, or if another course of action should be taken in the best interest  
750 of the employee and UUFVB.  
751

752 **Smoking**

753 In accordance with the State of Florida's Clean Indoor Act of 1994, UUFVB buildings  
754 are smoke-free. Smoking and the use of tobacco products are prohibited in Fellowship  
755 buildings or in the areas immediately adjacent to doors or windows, whether open or  
756 closed. Employees choosing to smoke must receive prior authorization from their  
757 supervisor, clock out and leave the premises.

758

759 **Safety and Security**

760 UUFVB intends to comply with all applicable federal, state and local health and safety  
761 regulations and to provide a work environment as free as possible from recognized  
762 hazards. Employees are expected to comply with all safety and health requirements  
763 whether established by the Board of Trustees or by federal, state or local law.  
764 Employees are advised to consult their supervisor to determine specific health and  
765 safety regulations that may apply in their individual situations.

766

767 Employees should report to their supervisor any observed safety and health violations,  
768 potentially unsafe condition and any incident resulting in injury to employees or visitors.  
769 An investigation will be conducted by their supervisor or Head of Staff who shall  
770 complete an accident/incident report form. Any unsafe equipment or conditions must be  
771 reported to a supervisor so that corrections may be made to prevent any harm or injury.

772

773 Employees are required to comply with all UUFVB policies and procedures concerning  
774 building safety and security. UUFVB assumes no responsibility for personal belongings  
775 of employees. All valuables as well as confidential work materials should be kept in a  
776 safe and secure place when the employee is absent or away from his/her workplace.

777

778 **Employee Contact with the Media and Community**

779 No employee may speak with media or community representatives on behalf of UUFVB  
780 without prior written approval of the Board of Trustees.

781

782 **Monetary Gifts and Tokens of Appreciation**

783 Occasionally, employees may be offered a small, non-monetary token of appreciation.  
784 The employee should exercise good judgment in accepting such gifts. The acceptance  
785 of large non-monetary tokens of appreciation or of monetary gifts of any size is  
786 prohibited. If employees have questions about the appropriateness of accepting  
787 specific gifts tokens of appreciation, they should consult their supervisor.

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**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge receipt of my own copy of the Human Resources Policies and Practices Manual 2009 of the Unitarian Universalist Fellowship of Vero Beach. I understand that the statements contained in this Manual 2009 are intended to provide general information about UUFVB and its existing policies, practices of employment and employee benefits. I further understand that nothing in this Manual 2009 is intended to create or constitute a promise of continued employment or an employment agreement. I understand that from time to time the employer may need to change and otherwise amend the information contained in the Manual 2009 and that UUFVB will inform me when these changes are made.

I have received, read and understand the information outlined in this Manual 2009. I have asked any questions I may have concerning the contents of this Manual 2009 and will comply with all policies and practices to the best of my ability.

Employee's Name (Please Print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_